Welcome

MontCAS

Montana Comprehensive Assessment System

ACT w/ Writing Administration, Best Practices and Accommodations

2016 Assessment & Data Conference
January 21-22, 2016
February 1-2, 2016

MontCAS
Montana Comprehensive Assessment System

ACT®

MONTANA
GEAR UP

opi.mt.gov

ACT Administration

- The ACT with Writing

- ACT-Approved and Non-College Reportable Accommodations

- All students enrolled in their junior year at a Montana public school

- Approximately 11,000

Agenda

- What's New in 2016?

- Assessment Overview

- Test Administration and Key Dates

- Facility Requirements

- Staff Requirements

- Test Security

Agenda

- Pretest Activities

- Preparing for Test Day

- Test Day Activities

- Administering the Tests

- Irregularities/Verbal Instructions

- After The Test/Makeup Testing

- Collecting, Packing, and Returning Materials

- Accommodations

What's New in 2016?

- **Changes in the 2016 Administration Manual include:**
  - **ACT Plus Writing → ACT with writing**
  - **Writing test Now 40 Minutes**
  - **Checklist of Dates → Schedule of Events**
  - **No Letters Required for Observers**
  - **Locally Approved Accommodations → Local Arrangements**

Overview

- **ACT with writing**
  - Accommodations Available
  - All Grade 11 Public School Students
  - Approx. 11,000 examinees

- **Misadministration**
  - List included in Administration Manual

Test Dates

The ACT Plus Writing Administration	Dates
The ACT Initial Test Date (Paper)	April 19, 2016
The ACT Makeup Test Date (Paper)	May 3, 2016
The ACT Accommodations Test Window (Paper)	April 19 – May 3, 2016

Facility Requirements

- **Freedom from distractions**
  - Uninterrupted testing period required for all days of testing

  - Turn off bells, public address systems, etc.

  - Testing rooms must be separated from regular school activities

Staff Requirements

- **Required number of qualified staff per room**
  - One Room Supervisor required for each room

  - *Plus* one Proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-100=2; 76-100=3)

  - For accommodations room, the ratio is one Proctor to 10 students.

Test Security

- The Test Coordinator are responsible for ensuring restricted access at **all** times from moment of receipt to return (documented "chain of custody")

- Receipt, check-in, and verification of test booklets by serial numbers

- Test materials are never left unattended

  - Answer documents **not** returned to students after testing is complete

- Immediate and complete return of all materials to ACT as outlined in the Manuals

Pretest Activities

- The Test Coordinator must schedule an in-school session (before test day) for students to complete all ACT pre-test, non-cognitive information

  - Student must not complete on test day or have access to answer document after testing is complete

- School staff adhere barcode labels to answer documents

- Schools prepare standard time rosters, organize materials, and plan for test administration

Preparing for Test Day

- Note your Initial and Makeup Test Dates

- Schools should provide:
  - No. 2 pencils
  - Pencil Sharpener
  - Two timepieces
  - Admission Procedure Materials
  - Permitted Calculators

- Test Booklets come in fives

- Local Arrangements

- Hearing Impairments

Test Day Activities

- Sample Schedule

- Test Staff Briefing

- Admitting Examinees with Identification

- Prohibited Items
  - Cell Phones/Electronic Devices
  - Unauthorized Calculators
  - Unapproved Testing Aids
  - Highlighter/Colored Pens
  - Food/Beverages, including water

Administering the Tests

- Start time is 9 am, unless approved for late start

- General Announcements

- Distribution of Test Materials

- Sequence of Tests

- Timing the Tests and Breaks

Irregularities/Verbal Instructions

- Types of Irregularities
  - Group Irregularities
    - Test interruptions
    - Emergency evacuations
    - Room mistiming
    - Missing/stolen materials
  - Individual Irregularities
    - Item challenges
    - Defective test materials (torn seal, pages)

Irregularities/Verbal Instructions

- Prohibited Behavior

- Verbal Instructions
  - Should be read verbatim

After The Test/Makeup Testing

- When testing concludes, the Test Coordinator:
  - Verifies return of materials
  - Checks for documentation accuracy
  - Handles makeup test ordering
  - Packs and ships materials
- Keep Materials Separated
- Envelopes and Polymailers
- Makeup Testing
  - Eligibility
  - Materials

Collecting, Packing, and Returning Materials

- Site Header and Test Booklet Numbers

- Shipping Prep Steps
  - Completing Testing Staff List
  - Collecting Materials
  - Sorting Answer Documents
  - Packing Red Envelope
  - Packing Green Envelope
  - Packing Polymailer
  - Packing Cartons
  - Storage and Pickup

ACCOMMODATIONS

Accommodations Options

- ACT-Approved Accommodations
  - College reportable scores
  - Request for examinees with a documented disability
  - ACT authorizes timing guidelines and testing materials based on diagnosis and documentation

- Non-College Reportable Accommodations
  - Formerly known as 'state-allowed'
  - Used for accountability
  - Order materials for examinees
  - School staff determine timing and accommodations

Test Accessibility and Accommodations System

- Test Accessibility and Accommodations
  - Online ordering system
  - Used to submit requests for ACT-Approved Accommodations
  - Internet Explorer v. 11 or later, Firefox, or Chrome
  - Training posted on state website

Late Consideration for Accommodations

- PDF Form on State Testing Website

- Must Meet One of Four Eligibility Criteria:
  - Examinees who are newly enrolled at the school or newly classified as an eligible grade level.
  - Examinees who have a newly identified disability.
  - Examinees with previously approved ACT-approved accommodations.
  - Examinees with medical emergencies or sudden onset of a medical condition.

Accommodations Deadlines

- *Deadline to submit online requests and documentation via the TAA system*
  - **January 29, 2016** **(original date 1/22 – extended for MT only)**

- *Window for ACT to receive ACT-Approved Accommodations Late Consideration Form.*
  - **January 25 – April 6, 2016**

- *Suggested deadline to complete an advanced search in TAA of ACT-Approved examinees.*
  - **March 14, 2016**

- *Deadline to submit reconsideration requests of ACT-approved accommodations in TAA.*
  - **March 25, 2016**

- **Window for test coordinator to order** Non-College Reportable Accommodations materials online.
  - **March 28 – April 8, 2016—OPI will provide a guidance memo in February**

Important Information/Reminders

- Answer documents ARRIVE with non-secure shipments during **the week of March 14, 2016** (see *Schedule of Events*).

- Test Day Activities (pages 24 – 27) detail a sample test day schedule, proctor checklist, proper identification criteria, supplies, and a list of prohibited items.

- Timing guidelines for standard time testing (pages 29-30) are listed in the *Administering The Tests* section.

- Verbal Instructions for standard time testing (pages 39 – 57) will guide the Test Coordinator through the test administration process.

- Two breaks (pages 31 – 32) are allowed after Test Two (fifteen minutes) and before the Writing portion (five minutes). Food and beverages, including water, are prohibited in the testing room (page 27).

- Please use the *Administration Manual for Special Testing* to review policies about accommodated testing and the use of special equipment.

- **Student-level reporting will be available 3-8 weeks following the receipt of all answer documents.**

OPI Contacts

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ACT Contact Information

- Montana State Testing Website: http://www.act.org/aap/montana/index.html

- Standard Time
  - ACT: 800.553.6244, ext. 2800
  - Contact Us: www.act.org/app/state/contact.html

- Accommodations
  - ACT: 800.553.6244, ext. 1788
  - ACTStateAccoms@act.org